Content Server Staff Files User Guide
Manager's Access to Staff Files

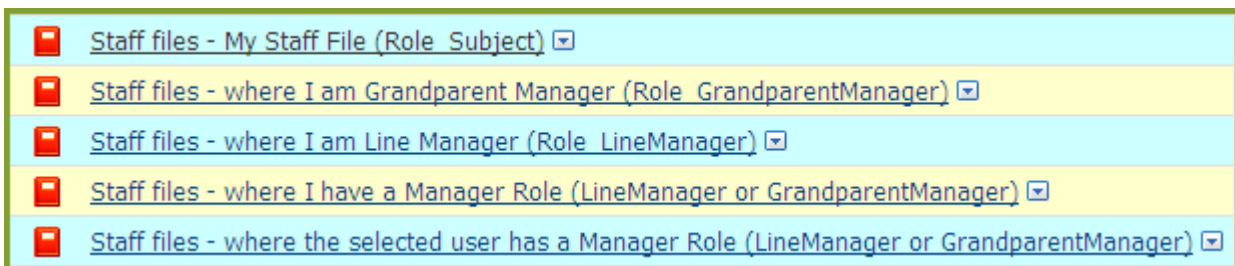**Believe in children**
Barnardo's

> **Note:** This guide will focus on how staff in a Managers role can access staff files for those that they manage. If you want to know how to access your own staff file refer to the user guide entitled "Accessing Your Own Staff File".
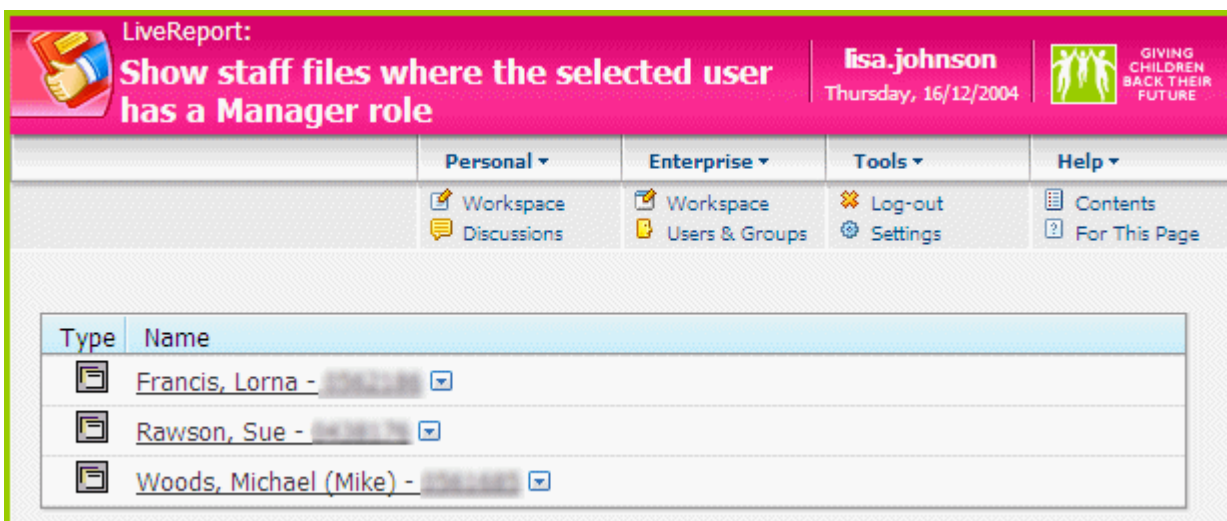
If you are in a Manager role you can access the Content Server staff files for your staff in the same way as you access your own staff file, i.e. via **LiveReports**, accessed from the **Reports** option on the **Personal** menu.

As well as the report for accessing your own staff file, there are four further reports available that will enable you to access the files of people you manage either directly or in a grandparent role:

The example given below is for the report entitled "Staff Files - where I am Line Manager (Role LineManager)". The same process can be used for the other management reports.

- Click on the report you wish to run. This displays the list of staff files as shown below.

> **Tip:** Once you have accessed the files, add them to your Favorites. This process is detailed in the user guide entitled "Quick Navigation with Favorites". Favorites will enable you to access the staff files much more quickly and to save document easily into them.

Saving documents to a Staff File

Saving a document to a staff file is exactly the same as saving a document to any other folder within Content Server. For help on saving documents, see the user guides entitled Saving New Documents.

> **Note:** You cannot delete anything from a Staff File. If you need something deleting from a staff file then contact People section for advice.